



**CLARIFICATION NO: 01**

**Bid No.:** G/RFQ/NQA-08/2026/27

**Bid Description:** Supply and Delivery of Office Stationery to the Namibia Qualifications Authority for a period of 24 months (Time-Based Contract)

**Date:** 09 July 2026

| Q. No. | Clarification date: Wednesday, 08 July 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Response from NQA                                                                                                                                                                                                               |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | How long will we be required to deliver the goods after being awarded the tender?<br>On page 6 of the bidding document under Delivery, it states that it will take 30 working days of receiving the Purchase Order, while on page 19, it states that the goods are to be delivered within 15 working days.                                                                                                                                                                                                | Delivery shall be within 15 working days in accordance with GCC 13.1 (Page 19).                                                                                                                                                 |
| 2      | On the bid securing declaration, the first and last information to be fill in is the date. Is the date needed in both areas the one when the document is signed and completed or different dates? If they are different dates, what dates are required to be filled in and where?                                                                                                                                                                                                                         | The dates are required in both areas, please put the date on which you are signing the document.                                                                                                                                |
| 3      | On page 6, it states that "Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope." Are we required to put Public Entity and Bidder's information all together on the back of the envelope or do I separate them and put the Public Entity's information on the back of the envelope and the Bidder's information on the front of the envelop? | Please ensure that the Public Entity's information, including the Procurement Reference Number and address details, as well as the Bidder's name and the contact information are clearly indicated at the back of the envelope. |

Yours sincerely

**PAULUS PAULUS**  
**HEAD: PROCUREMENT MANAGEMENT UNIT**